

JOB OPPORTUNITIES

The Federation of Kenya Employers (FKE) is the national umbrella organization for employers in Kenya and its key mandate is to promote the interests of employers. FKE seeks to ensure that national labour and social policy provides an environment favorable to enterprise sustainability and job creation. We are seeking to engage enthusiastic, and results driven professionals to fill the following position.

1. OPERATIONS EXECUTIVE – OE/08/2024

Reporting to the Executive Director & CEO, the job holder shall provide day to day technical and administrative support to the Chief Executive. This is a dynamic position that requires the ability to anticipate needs of the Executive, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

KEY RESPONSIBILITIES

- Support the Executive Director in high level meetings and travel requirements by ensuring that required protocols are observed, accommodation bookings, travel, logistics, and all related correspondence are well coordinated.
- Assist the Executive Director in preparing board communication, coordination of board meetings and documentation.
- Board reporting and support.
- Follows up and report on implementation of all Management, Committees and Board resolutions.
- Providing, managing and maintaining comprehensive business status reporting with robust key performance indicators, dashboards and performance metrics to support key business decisions.
- Develop concepts papers, periodic progress reports and annual reports showing FKE'S achievements against planned targets as well as providing justification for performance variance and areas of improvement.
- Interpreting organizational data into meaningful trends for strategic decision making.
- Providing the Executive Director with a regular comprehensive status report of various deliverables by Heads of departments.
- Supporting the Executive Director in reviewing the existing processes, researching, providing recommendations and implementing efficiency

improvement systems & technologies to facilitate smooth running of the Executive Director's office and Executive functions.

- Serve as a point of contact and interface between the Executive Director's office and external clients and partners.
- Facilitate internal and external information sharing and communication from the Office of the Executive Director throughout the organisation, with the Social Partners, partners and other stakeholders.
- Assist in preparation of the Executive Director's speeches, talking points and presentations when required and liaising with other key department heads in such preparations.
- Tracking action points from all meetings attended by the Executive Director and follow up with respective persons for timely actions.
- Serve as a Personal Assistant and as an alternative Executive Assistant when required.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in social science, Economics, business administration or related field.
- Minimum of 5 years of applicable office operations and demonstrated administrative experience supporting C-Level Executives
- Post Graduate Diploma in Secretarial Studies or Operations Management will be an added advantage
- Experience from a membership-based organisation will be an advantage.

KEY SKILLS, COMPETENCIES AND DESIRED ATTRIBUTES

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with diligence.
- Excellent people skills and the ability to build relationships with stakeholders, including staff, board members, external partners.
- Demonstrated ability to achieve high-performance goals and meet deadlines in a demanding fast paced environment.
- Strong oral and written communication- ability to communicate clearly and effectively with senior leaders and external partners.
- Skillful execution of administrative activities, with diligence, in organization and execution of processes.
- Tech Savvy - Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and Social Media web platforms (Gmail, Google Calendar, and other Google services experience a plus).
- Unquestionable levels of Integrity and Confidentiality

APPLICATION PROCESS

Interested candidates who meet the above requirements should submit their cover letter, a detailed Curriculum Vitae with three professional referees, current and expected salary and provide work samples or portfolios where applicable. Applications should be sent through: Recruitment@fke-Kenya.org indicating the job title and reference number on the subject line to reach us no later than **August 16, 2024**. Only shortlisted candidates will be contacted.

FKE is an Equal Opportunity Employer.

**Executive Director & Chief Executive Officer
Federation of Kenya Employers
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